

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

February 21, 2008

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TITLE:	Medicaid Analyst
POSITION NO:	32015
LOCATION:	Director's Office, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Band 6
STARTING SALARY:	\$39,168 - \$48,992 annually. Depending on qualifications and internal equity
SUPPLEMENT:	Yes

APPLICATION DEADLINE: Applications may be returned to any local Job Service Office, or applications may be faxed directly to Human Resources (406-444-0262) or sent directly to DPHHS, Human Resources office, PO Box 4210 (111 Sanders, Room 202), Helena, MT 59604. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, March 6, 2008**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A resume is due at time of interview.

TYPICAL DUTIES: This position assists the Medicaid Divisions in program planning and coordination through the thorough review of the Medicaid programs. The position identifies weaknesses in terms of policy coordination between divisions and the Department's overall mission and assists each division in updating or clarifying their policy, State Plan Amendments (SPA) or rules. This position also assists divisions in data development and information reporting for analysis in monitoring the effectiveness of programs and monitoring key data and other information as necessary to apprise management of any areas of concerns. In addition, this position assists the department and divisions to ensure the appropriate and efficient use of state and federal funds. Assignments are very broad in nature and require ingenuity and originality in establishing the methodology or protocol used in fulfilling the requirements of each one.

KNOWLEDGES, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledges: Knowledge of federal and state programs within the department, specifically in the fields of Medicaid, Mental Health, Disability Services and Public Assistance; business and

management principles involved in strategic planning, resource allocation, production methods, and coordination of resources; principles, practices and procedures in public health, social services and statistical analysis to complete difficult and diverse assignments; budgeting, financial and fiscal processes and procedures; computer data management and data network systems; design techniques and tools necessary for creating new programs; and theory and process in policy development and ability to analyze how policy decisions affect services.

Skills: Skill in written and oral communication; fiscal analysis; statistical and analytical reasoning; organization; negotiation; communication and conflict resolution; and team/consensus building.

Abilities: Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to a problem; analyze a project's needs and requirements; develop a work plan and complete the project; communicate issues to diverse populations; maintain effective working relationships with other department staff, federal, state and county agencies, consumers, medical providers, and recipients, contractors, legislators, and the media; effectively and efficiently manage and complete multiple projects and priorities within highly constrained time limits and in highly stressful situations; conceptualize and achieve depth of understanding of issues rapidly; guide project development and management tasks; and ability to analyze how policy decisions affect services.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in Business Administration, Public Administration, Finance or Accounting or related field **AND** five years of professional experience managing complex projects or programs **OR** a Master's degree and three years work related experience. Other equivalent combinations of education and experience will be evaluated on a case-by-case basis. Previous experience with Medicaid is preferred. Related experience can substitute for experience on a year-for-year basis.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required

- documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604;
 4. A resume at time of interview; and
 5. Supplemental question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services
Title: Medicaid Analyst
Position: #32015
Location: Director's Office, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to the supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: An answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe how your education and employment experience qualifies you for this position. Please limit your response to no more than one page.